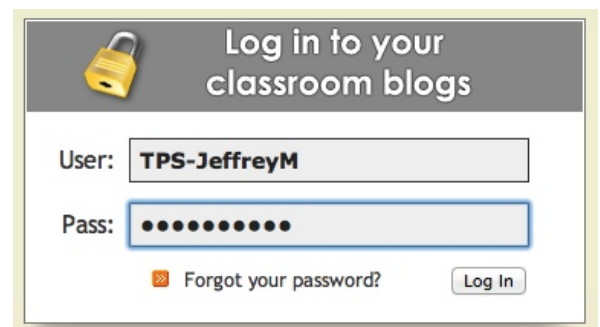


How to Use Kidblog.org (for Teachers)

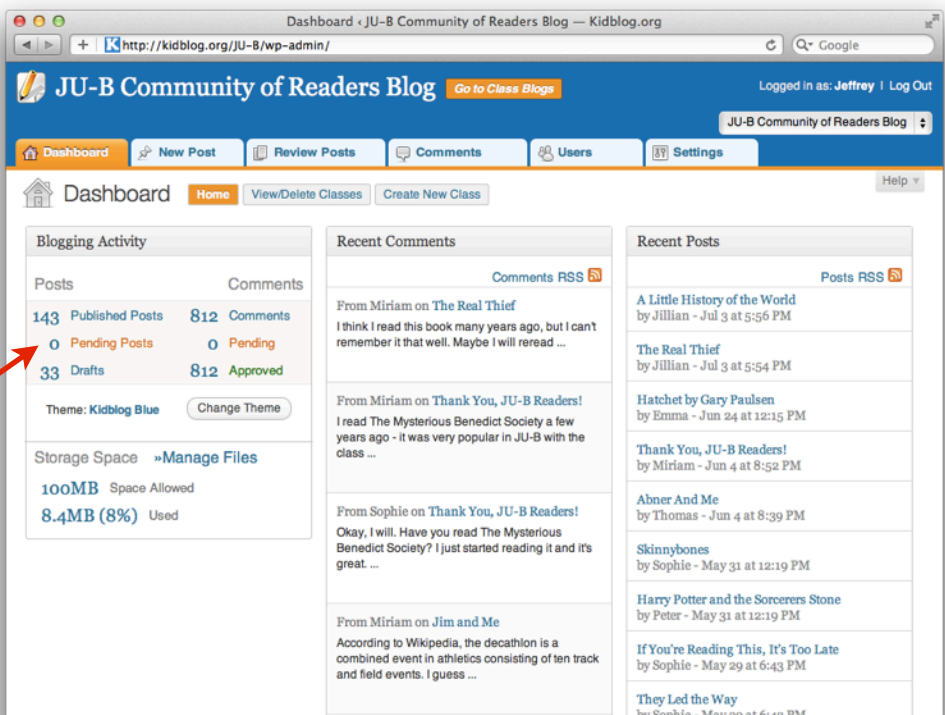
1. Go to www.kidblog.org.



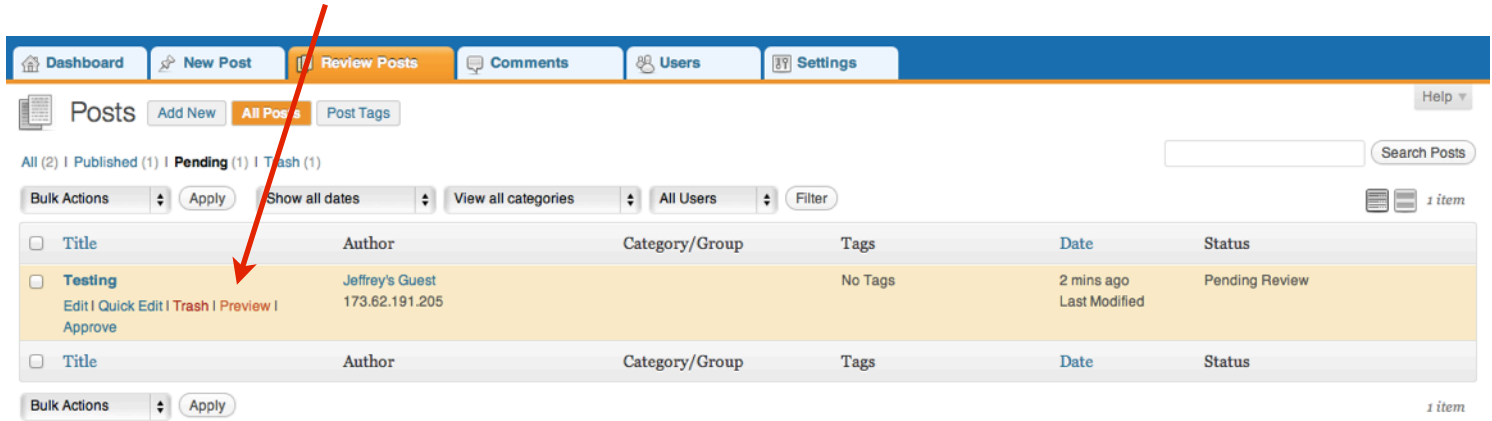
2. Type in your username and password. The username is the structure "TPS-First name, last initial" i.e. "TPS-JeffreyM". Your password is your standard personal TPS password. Click the Log In button.



3. This is the main Dashboard window. The Class Blog and Users have already been set up, but the posts and comments will not be published until you approve them. You will need to approve the **Pending Posts** and **Pending Comments** by clicking on the corresponding word link (or the **Review Posts** or **Comments** Tab).

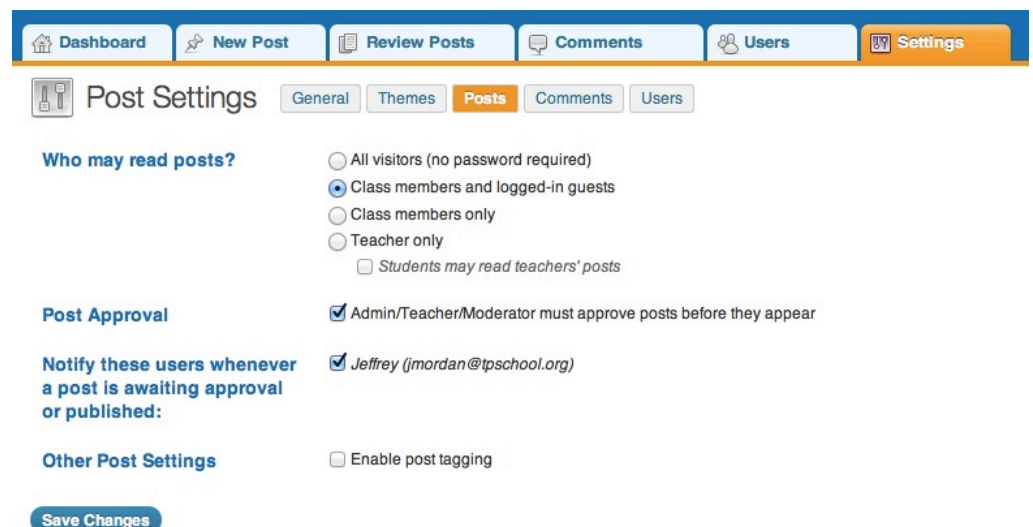


4. The **Pending Posts** or **Pending Comments** will be listed as such. Scroll beneath the name of the Post (in this case, Testing) to show additional options such as **Edit**, **Preview**, or **Approve**.



The screenshot shows the 'Review Posts' section of the Kidblog.org admin interface. At the top, there's a navigation bar with 'Dashboard', 'New Post', 'Review Posts' (active), 'Comments', 'Users', and 'Settings'. Below this, a 'Posts' section has tabs for 'Add New', 'All Posts' (active), and 'Post Tags'. A filter bar shows 'All (2) | Published (1) | Pending (1) | Trash (1)'. A table lists posts with columns: Title, Author, Category/Group, Tags, Date, and Status. The first row shows a post titled 'Testing' by 'Jeffrey's Guest' with status 'Pending Review'. Below the title 'Testing' are links: 'Edit | Quick Edit | Trash | Preview | Approve'. A red arrow points to the 'Testing' post title.

5. Under the **Settings** Tab, there are buttons for **Posts** and **Comments**. Here you can decide whether you want to get email notifications anytime a post or comment is sent for approval.



The screenshot shows the 'Post Settings' page in the Kidblog.org admin interface. The 'Settings' tab is active, and the 'Posts' sub-tab is selected. The page has sections for 'Who may read posts?' (with radio buttons for 'All visitors', 'Class members and logged-in guests' (selected), 'Class members only', and 'Teacher only'), 'Post Approval' (with a checked checkbox for 'Admin/Teacher/Moderator must approve posts before they appear'), 'Notify these users whenever a post is awaiting approval or published:' (with a checked checkbox for 'Jeffrey (jmordan@tpschoo.org)'), and 'Other Post Settings' (with an unchecked checkbox for 'Enable post tagging'). A 'Save Changes' button is at the bottom.

6. If you chose to turn on notifications, you will receive emails from no-reply@kidblog.org letting you know that a post or comment was submitted for your review.

From: **Kidblog.org (No Reply)** <no-reply@kidblog.org>
 Subject: New Post at [Kidblog.org](http://kidblog.org): "Testing"
 Date: October 31, 2011 10:02:29 AM EDT
 To: Jeffrey Mordan

A pending post: "Testing" by Jeffrey's Guest is available at [Kidblog.org](http://kidblog.org).

View this post: <http://kidblog.org/SWATTech/?p=7>

View all posts: <http://kidblog.org/SWATTech/wp-admin/edit.php>

You can manage these notifications under the Settings tab in your [Kidblog.org](http://kidblog.org) class control panel. <http://kidblog.org/SWATTech/wp-admin/options-general.php>

If you have any further questions or problems, email the Tech Teacher or Tech Director.